

**Departmental Quarterly Performance Report**

**Department Name: Library**

**Reporting Period: Fourth Quarter**

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**Department Name: Library**

**Reporting Period:  
Fiscal Year 2004-2005  
Fourth Quarter**

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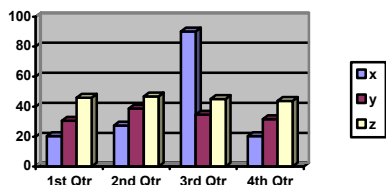
## MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status  
apply

Check all that

*Describe initiative and provide status update*

*Insert associated performance measures, if applicable, e.g.*



☐ Strategic Plan  
☐ Business Plan  
☐ Budgeted  
☐ Priorities  
☐ Customer  
☐ Service  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs.  
RC 1-1: Well maintained and attractive library facilities.

**California Club Branch** – Build-out of new leased space completed and a Certificate of Occupancy was obtained. Expected opening November 2005

### Northeast

- Phase 1 renovation, demolition completed
- Roof repairs completed
- Expected project completion: December 2006

### West Flagler

- Renovation—100% completion of project.
- Expected re-opening of branch: November 2005

### West Dade Regional

- Parking Lot Resurfacing Project – 100% completion.
- ADA compliant bathrooms – 100% completion of design plans.
- Fire Alarm Replacement Project – 100% completion.

### West Kendall Regional

- HVAC Replacement Project: Unit arrived from Trane in September. Project completion: December 2005.

### Coral Gables

- Rehab of Fountains—Contractor has been cited for non-compliance. GSA will complete the project which now stands at 85%.
- ADA Bathrooms—Plans submitted for permitting with the City of Coral Gables and approved. Contractor selected.

### South Miami

- Storefront Rehab—Completed plans placed on hold as the Library System has expanded the scope of work to include new ADA bathrooms.
- ADA bathrooms currently in design. All plans will be re-submitted in November for dry run with the City of South Miami. Actual construction to begin in March

☒ Strategic Plan  
☒ Business Plan  
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☐ Other \_\_\_\_\_  
 (Describe)

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funded by a \$250,000 Library Services and Technology Act grant.	
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-3: More library programs to address varied community interests.</p> <p>RC-3: Increase participation in and awareness of programs, services and facilities RC 3-1: Expanded awareness of and access to cultural, recreational and library programs and services</p> <p>The Library Department conducted an exit survey at all branches in July 2005. Satisfaction with the Library's collection was 96%, with reference/information service was 97%, with information regarding the Library and its programs and services was 97%, with programs offered by the Library System was 96%. The full survey is attached. (Copy attached.)</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted</i>  <i>Priorities</i> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>Audit Response</i>  <i>Other</i> _____  (Describe)</p>
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-3: More library programs to address varied community interests.</p> <p>RC-3: Increase participation in and awareness of programs, services and facilities RC 3-1: Expanded awareness of and access to cultural, recreational and library programs and services</p> <p>The Library Department conducted a Marketing survey throughout the County in July 2005. This survey is being used to analyze the Library's marketing efforts to determine how best to disseminate the Library's message. (Copy attached.)</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted</i>  <i>Priorities</i> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>Audit Response</i>  <i>Other</i> _____  (Describe)</p>
<p>Capital Project Update</p> <p>The first library to be constructed in 30 years, Golden Glades, is over 50% completed. The construction is expected to be completed by late January 2006 with the grand opening of Library occurring in the Spring 2006. In addition, the Library Department is working with the Village of Pinecrest on the groundbreaking of the Pinecrest Library which is expected to occur in December 2006. The Interlocal with the City of Palmetto Bay was approved by the Board of County Commissioner on June 21, 2005 and the Library Department is working with the City in designing the future library facility and planning for a groundbreaking in the Spring 2006. The Department has three other libraries in the permitting process and groundbreaking for these branches are expected to occur in FY 2005-2006. These branches include International Mall, Naranja and Kendale Lakes.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input checked="" type="checkbox"/> <i>Budgeted</i>  <i>Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>Audit Response</i>  <i>Other</i> _____  (Describe)</p>

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## PERSONNEL SUMMARY

### **A. Filled/Vacancy Report**

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	489	542	506	36	501	41	491	51	492	50

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:** California Club opening November 4, 2005

### **B. Key Vacancies**

### **C. Turnover Issues**

**D. Skill/Hiring Issues:** Systems/Programmer Analyst 2 to be hired soon

**E. Part-time, Temporary and Seasonal Personnel**  
(Including the number of temporaries long-term with the Department)

**F. Other Issues:** The Library Personnel Office has assumed the Volunteer Program on June 15, 2005

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	Total Annual Budget	Quarter (4)				Year-to- date		
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget	
	Actual								
<b>REVENUES</b>									
Ad Valorem (1)	53,920	61,260	15,315	1,871	61,260	61,416	156	100.25%	
State Aid/ LSTA Grant (2)	2,553	2,000	500	43	2,000	2,962	962	148.10%	
Miami Beach	2,000	-	-	-	-	-	-		
Carry Over (4)	1,360	2,724	681	-	2,724	1,400	(1,324)	51.40%	
Carryover Capital (4)	16,627	16,627	4,157	-	16,627	14,590	(2,037)	87.75%	
Other	1,248	1,825	456	1,508	1,825	2,729	904	149.53%	
<i>Revenues Total</i>	77,708	84,436	21,109	3,422	84,436	83,097	(1,339)	98.41%	
<b>EXPENDITURES:*</b>									
Personnel	28,211	31,337	7,834	7,932	31,337	30,614	(723)	97.69%	
Operating (5)	18,685	24,511	6,128	10,795	24,511	24,247	(264)	98.92%	
Capital ** (6)	2,063	28,588	7,147	1,088	28,588	2,431	(26,157)	8.50%	
Transfer to Construction (sub fund 311)				-		-			
Reserve for New Libraries				-		-			
<i>Expenditures Total</i>	48,959	84,436	21,109	19,815	84,436	57,292	(27,144)	67.85%	
<i>Revenue less Expenditures</i>						25,805			
Note: (Intra fund transfer construction) included Ad Valorem									

\* Expenditure may be reported in by activity as contained in your budget or may be reported by category (Personnel, Operating, Capital)

\*\* Includes Construction /Renovation Expenditures for New Libraries as per Library Capital Plan.

### Equity in Pooled cash (for Proprietary funds only)

Fund/ Sub fund	Prior Year	Projected at Year-end as of			
		Quarter 1		Quarter 4	
Library Operations 091	2,413			1,824	
Library Non-Govt contribution 092	34			34	
Library Grants 093	44			-	
Library Capital Fund 094	3,676			3,145	
Library Capital Fund 095	11,543			11,819	
Library Book Trust 099	5			8	
Library Construction 311	10,076			19,089	
<b>Total</b>	27,791			35,919	

1 - The majority of ad Valorem proceeds are collected in the first quarter

2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)

3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year

4 - Carryover considered collected in the first quarter of FY

5 - Other operating expenditures occur unevenly throughout the fiscal year ( Charges for GSA Rent and G& A Reimb...).

6 - Includes reserves for the new libraries ( per capital plan)

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

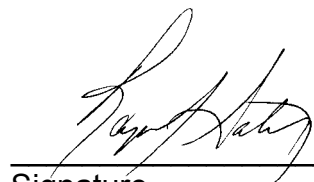
**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



\_\_\_\_\_  
Signature  
Department Director

Date November 15, 2005